

Application to Conduct Research in the Stockton Unified School District

Fall 2023 Application, Deadline November 1, 2024



REQUIRED ATTACHMENTS (Your application will NOT be reviewed if any items are missing)

Applicants must submit one (1) electronic copy and one (1) hard copy of each of the following documents:

1. ☐ Completed and signed copy of SUSD Application to Conduct Research
2. ☐ Full research proposal and all research instruments and corresponding consent forms
3. ☐ Letter of support from faculty advisor (graduate students only)
4. ☐ A copy of your human subjects committee (or IRB/CPHS) approval.
5. ☐ A signed Nondisclosure Agreement
6. ☐ TB and/or Megan's Law Clearance, if applicable (see section 8 of application)

Please return the signed documents to:

Research & Accountability
701 N. Madison St., Stockton, CA 95202
Email: jmurphy@stocktonusd.net
Phone: 209-933-7105
Fax: 209-463-5184

**Fall 2024 Application
Submission Deadline November 1, 2024**

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Stockton Unified School District (SUSD) values educational research and encourages research efforts that foster student learning. While SUSD's Research and Accountability Department reviews all completed applications, only a select number of applications are approved. Applications most likely to be approved are those that are minimally intrusive to SUSD's educational program, do not violate rights to privacy, have instructional and/or educational merit and have strong theoretical foundations.

Research request that may likely be denied are those that:

- Conflict with the vision and mission of SUSD
- Do not benefit the district in informing educational practices, lack educational merit or do not contribute scholarship to the larger educational community
- Compromise the rights of the teachers and students
- Interfere with or interrupt the instructional time

Even if applications meet the minimum criteria for approval, it remains at the discretion of the review committee to deny a research request if the district is unable to accommodate the research due to the volume of research requests applications and/or approved research being conducted.

If a research is approved, it is only valid for the duration specified in the research request and must be carried out in compliance with the original proposed design. Extension of research requires further approval from the review committee and a resubmission of all research request materials. Inclusion of other school sites or departments not in the original design also requires a new application to be submitted. All activities are coordinated through the Research and Accountability Department.

*** A research application is required from all individuals seeking to conduct research or collect data from within the Stockton Unified School District, including internal employees and those not employed by the district.

Submission Deadlines:

2023-2024 application window, a completed and signed application to conduct research in SUSD along with the require forms must be received by the following deadline to be review:

- Fall: November 1, 2023
- Winter/Spring: March 1, 2024

After we receive your completed application, the Research Committee will review your application to ensure compliance with the Protection of Pupil Rights Amendment (PPRA) and the Family Education Rights and Privacy Acts (FERPA). Following the initial review of compliance, applications will be forwarded to associated departments in the district affected by the study; this does not include schools. Even if the research request is approved, it is your responsibility to gain the cooperation of school site principals and other persons. Sites have the right to deny the request and decline participation at any time in the study.

Notification will occur by email; responses from the review committee include approved, approval contingent on additional material submission or denied. Incomplete applications will be denied during the review process.

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Name of Researcher(s)/PI:		Date:	
Address 1:			
Address 2:		City:	State:
Phone:		Zip:	
Email:			

Are you a Stockton Unified Employee?

☐ If YES, which school or department:

☐ If NO, which company or university?

Which degree do you now have? ☐ B.A./B.S. ☐ Masters ☐ Doctorate ☐ Other ☐ None

Is this study a part of your master's thesis? ☐ Yes ☐ No

Is this study a part of your doctoral dissertation? ☐ Yes ☐ No

Faculty Advisor Name:

Advisor's Phone #:

Advisor's Email:

Projected start
date:

Projected Completion
Date:

Are specific schools or departments
being requested? If so, which ones?

Date that a report of the research study will be provided to the Stockton Unified School District:

Do not indicate "See Attachment/Research Proposal" in the sections below. A thorough explanation needs to be provided in each section. If any section is indicated with "see attachment" your application will be considered incomplete.

Title of Research Study

1. Purpose of study: Brief rationale and list research questions.

2. Study Methodology. Describe your study's design, processes, and procedures. (e.g., interventions/interactions with participants, consent forms, observations, sampling, and instruments).

3. How will your study benefit Stockton Unified and larger field of education?

4. Describe any potential risks to the participants in your study.

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6. Study Sample: Identify the group, number, and grade levels of participants.

# of schools:		Grade(s):	☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
# of teachers:		Grade(s):	☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
# of students:		Grade(s):	☐ K ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ 6 ☐ 7 ☐ 8 ☐ 9 ☐ 10 ☐ 11 ☐ 12
# of school administrators:		# of parents:	
# of Departments:			
# of Others:			

7. Time requirements of study

a. Total in-school individual pupil time involved, if any:

Length of each session: Number of sessions:

b. Total in-school teacher or administrator time involved, if any:

Length of each session: Number of sessions:

c. Will non-school time be involved? ☐Yes ☐No If so, how much? When?

d. Total district department time involved?

8. Tuberculosis (TB) and Megan's Law Clearance (finger printing and background check)

a. Will you be conducting your research inside the school or classroom?

☐Yes ☐No

If yes, please provide proof of a current TB test.

b. Will you be working individually with children?

☐Yes ☐No

If yes, please provide proof of TB test finger printing clearance.

9. Data needed from school or district records:

The proposed research activities to be conducted within Stockton Unified School District are in compliance with existing legal and ethical codes. The research may not differ from the activities described within the proposal or the approved IRB.

SUSD Application for Research (rev. 6/13/2023)

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All participation will be voluntary, and it is understood that approval of the proposal, if granted, will not obligate any person, school, or office in SUSD to participate. All student or staff data provided by the district will not be shared with other researchers or organizations (see nondisclosure form). Any amendments to the original proposal must be submitted to and approved by the SUSD review committee.

All researchers agree to provide the office of Research & Accountability and each participating school with a copy of the research findings. Failure to do so will directly affect your company or university's future access to the district.

I understand and agree with the above statement, and will follow the guidelines it sets forth. I have read and accept the provisions of Ed Code, section 51513 and the Nondisclosure Agreement.

Please sign and return the completed application to the Research department.

Signature of Researcher/Principal Investigator

Date

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EDUCATION CODE, Section 51513:

No test, questionnaire, survey, or examination containing any questions about the pupil's personal beliefs or practices in sex, family life, morality and religion, or any questions about his parents' or guardians' beliefs and practices in sex, family life, morality and religion, shall be administered to any pupil in kindergarten or grade 1 through grade 12, inclusive, unless the parent or guardian of the pupil is notified in writing that such test, questionnaire, survey, or examination is to be administered and the parent and guardian of the pupil gives written permission for the pupil to take such test, questionnaire, survey, or examination.

PUBLIC LAW 103-227 – MARCH 31, 1994

108 STAT.268

SEC. 1017. PROTECTION OF PUPILS. Section 439 of the General Education Provisions Act (20 U.S.C. 1232g) is amended to read as follows:

"PROTECTION OF PUPIL RIGHTS"

"SEC 439. (a) All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable program shall be available for inspection by the parents or guardians of the children.

"(b) No student shall be required, as part of any applicable program, to submit to a survey, analysis, or evaluation that reveals information concerning—

"(1) political affiliations;

"(2) mental and psychological problems potentially embarrassing to the students or his family;

"(3) sex behavior and attitudes;

"(4) illegal, anti-social, self-incriminating and demanding behavior;

"(5) critical appraisals of other individuals with whom respondents have close family relationships;

"(6) legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers; or

"(7) income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program), without the prior consent of the student (if the student is an adult or emancipated minor), or in the case of an unemancipated minor, without prior written consent of the parent.

"(c) Educational agencies and institutions shall give parents and students effective notice of their rights under this section.

"(d) ENFORCEMENT—The Secretary shall take such action as the Secretary determines appropriate to enforce this section, except that action to terminate assistance provided under an applicable program shall be taken only if the Secretary determines that—

"(1) there has been a failure to comply with such section; and

"(2) compliance with such section cannot be secured by voluntary means.

"(e) OFFICE AND REVIEW BOARD—The secretary shall establish or designate an office and review board within the Department of Education to investigate, process, review, and adjudicate violations of the rights established under this section."

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NONDISCLOSURE AGREEMENT

It is understood and agreed to that the Discloser and the Recipient would like to exchange certain information that may be considered confidential. To ensure the protection of such information and in consideration of the agreement to exchange said information, the parties _____ ("Individual"), who is an employee, consultant or student of _____ ("Organization"), and the Stockton Unified School District ("District") agree as follows for the purpose of conducting research (Name project here):

Duration- This Agreement shall be in force for the duration of the research from date _____ to _____

This Agreement may be terminated without cause of any kind by the District provided written notice of the termination sixty (60) days prior to the effective date of the termination. Neither party shall be liable to the other party for any costs, losses or damages resulting from such termination.

Confidential Information- "Confidential Information" means written, graphic, electronic or pictorial information or material and the medium in which it is contained that the District, in its judgment, would reasonably consider as being confidential.

Individual's Obligation –

- A. Individual agrees that the Confidential Information is to be considered confidential and proprietary to the District and Individual shall hold the same confidence and shall not use the Confidential Information other than for the Purpose of Agreement.
- B. Confidential Information furnished in a tangible form shall not be duplicated by Individual except for the Purpose of Agreement. Individual shall return all Confidential Information received in tangible form, including all copies, reproductions or other media containing such Confidential Information upon completion of all work associated with the Purpose of Agreement or immediately upon request of District.
- C. Individual agrees to not reveal any individually identifiable information. Further, Individual agrees to not make any disclosure or publication whereby the data furnished by or related to any particular person, school, or the school district could be identified.
- D. Individual agrees to immediately notify District of any breach of this Agreement.
- E. Employees or consultants from Company designated above who are granted access to Confidential Information by Individual shall abide by the Obligations of the Individual.

Governing Law and Equitable Relief – This Agreement shall be governed and construed in accordance with the laws of the United States and the State of California and Individual consents to the exclusive jurisdiction of the state courts and U.S. federal courts located there for any dispute arising out of this Agreement. Individual agrees that in the event of any breach or threatened breach by Individual, District may obtain, in addition to any other legal remedies which may be available, such equitable relief as may be necessary to protect District against any such breach or threatened breach.

Individual

Signature

Printed name

Title

Stockton Unified School District

Signature

Printed name

Title

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